

Job vacancy

● Assistant Accountant

... The Society

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 61 permanent full-time staff, together with part-time, temporary and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The position

We are seeking a full time Assistant Accountant to support timely processing of financial transactions, accurate accounting, consistency of financial records, supporting the year-end close.

As the Assistant Accountant, you will become an integral part of our dedicated team, ensuring the smooth functioning of financial operations.



Salary and application details

This is a permanent, full-time post subject to successful completion of a probationary period of three months. The salary range for this post is £34,000-£36,000 per annum depending on experience and qualifications. The post is based in Kensington, London.

There are a range of benefits at the Society which include the following:

- 35-hour working week with core working hours between 10.00am and 4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support

The Society aims to be an equal opportunities employer.

... To apply please email HR@rgs.org with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received by **5.00pm on 31 October 2025**. Interviews are planned to take place on week commencing **3 November 2025**.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.

Job description for the post of Assistant Accountant

Post: Assistant Accountant **Department:** Finance and Services

Responsible to: Finance Manager

Persons reporting: None

Working Pattern: 35 hours a week (2 days in the office)

Location: South Kensington, London

Salary: £34,000-£36,000

Duties and responsibilities

- Maintain and improve accounts receivable processes – review and issue of sales invoices, and debt recovery, and follow-up invoicing queries.
- Recording receipts – subscriptions, legacies, grants, gift aid and investment income.
- Manage and reconcile payments, including direct debits, credit card expenses, and PDQ receipts.
- Perform accurate cash and bank reconciliations and updates of bank and deposit balances.
- Reconciliation of receipts in the financial system and the CRM system.
- Perform monthly reconciliations of balance sheet accounts, including prepayments, accruals, and other key ledger accounts.
- Assist with VAT returns, ensuring compliance with accurate coding and reporting.
- Support the Finance Manager with the month-end process, including posting month-end journals and assisting with the preparation of month-end reports.
- Assist with year-end processes, including preparing schedules and supporting documentation for auditors.
- Oversee and manage multiple shared finance mailboxes.
- Support internal stakeholders with finance queries.
- Undertake ad hoc general accounting tasks as required.

Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged.

Essential

- Educated to degree level or relevant experience in accounting or finance.
- Ability to efficiently and accurately process financial information.
- Proficiency in Microsoft Excel, including pivot tables and formulas. (There will be an Excel exercise as part of the interview process.)
- Demonstrable experience of AR procedures.
- Demonstrable experience of bank and other reconciliations.
- Ability to liaise effectively with non-financial colleagues.
- Solid numerical skills and analytical skills.
- Excellent organisational skills, with the ability to manage and prioritise multiple tasks effectively.
- Ability to work constructively as part of a team.
- Able to handle confidential information with a high level of integrity and trustworthiness.

Desirable

- Knowledge and experience of Sage 50 accounting system.
- Demonstrable experience of AP procedures.
- Good understanding of accounting procedures.



- Experience of working in a finance environment with a number of different VAT income and cost treatments.
- Experience with accounting or financial system integrations.
- Familiarity with restricted and unrestricted funding concepts.